

Job Number	FY04-0010	PayPlan/Series	0503
Position Title	ACCT CONTROL CLERK	Grade	NF-02
Organization	266th Finance Directorate	Salary	\$8.94-\$11.63 Per hour
Duty Station	Control Branch, 266 FC, Bldg. 4242 Tompkins Barracks Schwetzingen, Germany	Opening Date	17 DEC 03
		Closing Date	2 JAN 04
Area of Consideration	<p><i>All US Citizens in or relocating to the commuting area.</i></p> <p>Qualified applicants will be considered for vacancies in the following order:</p> <ol style="list-style-type: none"> 1. Military Spouse Employment Preference - in order to claim this preference you must request in writing and attach a copy of sponsor's travel orders to your application. 2. Involuntary Separated Military Preference. 3. Current NAF Employees (CNE) and eligible Former NAF Employees (FNE within 3 years of last separation). 4. Family Members (FM) and Off-Duty Military (ODM). 5. Veteran Non-Family Members. 6. Non-Veteran, Non-Family Members. 		
Duties	<p>Works directly under the Supervision of the Chief Control Branch. Responsible for the smooth flow and control of incoming and outgoing mail. Maintains logs and tracking accountability of control forms from Activities. Reviews incoming mail; to include deposit slips, routing to proper office or person. Reviews transmittals and contacts sender, telephonically or in writing, if incorrect. Reviews outgoing mail for completeness and regulatory compliance. Prepares and distributes Discrepancy Letters to Activities. Prepares disbursement checks for distribution, determining appropriate Postal System. Compile and prepare Monthly Aging Reports. Maintains Account Payable Vouchers, to include issuing Vouchers for research. Sort and prepare records for warehouse, determining expiration and or disposition of records stored within the warehouse. Performs other duties as assigned.</p>		
Qualification Requirements	<p>Applicant must have 6 months general office experience. In addition, applicant must be able to lift up to 40 lbs. using self-help lifting devices. Must be able to drive a standard shift vehicle and possess a valid USAREUR driver's license; have basic computer skills; and be able to type 20 WPM.</p>		
Schedule	Regular Full-time Hours, Monday - Friday (40 hours per week)		
Conditions of Employment	<p>All applicants should submit NAF Application and supplemental forms. Current NAF Employees not serviced by the 26th ASG NAF Personnel Office are required to include their most recent Performance Appraisal. Please include copies of post-high school transcripts, as proper credit cannot be given without them. Former military must include a copy of DD Form 214 showing nature of discharge (Member 4 copy). Military spouse/family member preference (for positions at the NF-3 level and below): in order to claim this preference you must request it in writing and attach a copy of sponsors travel orders to your application. If you accept an Appropriated Fund (GS/WAG), Nonappropriated Fund (NF,NA, NL, NS) or AAFES regular or flexible job (exceeding 1 year), you have effectively used your spouse preference. This is true even if you did not request the preference at the time you applied. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, KSAs where required, etc.) is considered a declination of employment and is a basis for termination of SEP entitlement for the current PCS of the sponsor. You must submit a proof of college degrees, trade school certificates, training certificates, or professional accreditation for consideration in hiring.</p>		
Special info	All new U.S. employees will be required to have electronic deposit of pay to a financial institution.		

RELEASING
AUTHORITY:

M. CHRIS MOONEY, Director, NAF F&A Directorate

SELECTING OFFICIAL: GLENN RITCHIE, CONTROL BRANCH CHIEF